



City of Leominster Police Department



29 Church Street
Leominster, MA 01453
Business: 978-534-7557
Fax: 978-537-6641

COPY OF POLICE REPORT REQUISITION FORM

ACCORDING TO THE LEOMINSTER POLICE PHOTOCOPY PROCEDURE, THE FOLLOWING IS REQUIRED TO REQUEST A REPORT FROM THE LEOMINSTER POLICE RECORDS BUREAU:

1. A letter explaining what the incident is. Include the date and approximate time of the incident as well as the incident location. *(Please include a telephone number at which you can be reached between 9:00am and 3:00pm).*
2. A \$5.00 check for a copy of an Accident report OR a \$2.00 Check per copy of all other police reports such as Burglary, Vandalism, etc. Please make checks payable to the: Leominster Police Photocopy Service
3. A *self-addressed and stamped* legal size envelope in which the report you requested will be mailed to you. Reports are returned as promptly as possible. Please allow up to ten (10) days for delivery.

TO ASSURE PROMPT DELIVERY OF YOUR REQUEST, PLEASE MAKE SURE TO FULFILL THESE THREE REQUIREMENTS.

NOTICE TO OPERATOR AND OWNER INVOLVED IN AN ACCIDENT

If damage exceeds \$1,000.00 or personal injury results, you must also file an accident report with the *Registry of Motor Vehicles* and the *Leominster Police Department* within five (5) business days. These forms may be obtained at any police station, registry, or insurance company. We suggest that you report all accidents to the local police immediately and promptly notify your insurance company.